

**CLASS TITLE: ASSISTANT MEDICAL PROGRAM DIRECTOR**

**Class Code: 02941600**

**Pay Grade: 47A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior in the overall direction of all the professional medical, surgical, tubercular and geriatric services at the General Hospital of the Rhode Island Medical Center; to be responsible for coordinating the utilization of all available medical services and consultative staff services for patients of the General Hospital; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with latitude for exercising professional medical judgement; work assignments and areas of responsibility are merely outlined; work is subject to review through conferences and reports for conformance to policies and adherence to accepted medical practices and techniques.

**SUPERVISION EXERCISED:** Assists a superior to plan, organize, direct and review the work of physicians and surgeons engaged in patient care and treatment.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior in the overall direction of all the professional medical, surgical, tubercular and geriatric services and related patient care and treatment services at the General Hospital of the Rhode Island Medical Center; to be responsible for coordinating the utilization of all available medical services and consultative staff services for patients of the General Hospital.

To assist in planning and developing objectives and policies for the evaluation of patient care and treatment through clinical conferences and consultations with the professional medical staff members; and to assist a superior to plan, organize and supervise the implementation of new or improved techniques for the diagnosis, treatment and care of patients with a wide variety of complex medical, medical-psychiatric and geriatric problems.

To assist in coordinating the activities of the professional medical staff and ancillary services.

To be responsible to the Chief of Medical Services for the operation of a sound orientation and in-service training program for all professional staff members, and ancillary staff members and such related resident programs as may be required.

To supervise the operation of an employee medical service program and such clinics as may be required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques applied in the practice of internal medicine or surgery; the ability to detect, analyze, evaluate and interpret symptoms of diseases and to prescribe and administer appropriate care and treatment; the ability to treat the most complex medical cases; the ability to establish and maintain standards of performance for staff members consistent with sound and acceptable hospital practices; the ability to evaluate the quality of the various services of the General Hospital in terms of adequate patient care and treatment; the ability to plan, organize, coordinate and review the work of others; the ability to establish and maintain effective working relationships with superiors, professional and sub-professional staff members, patients and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a medical school of recognized standing, supplemented by advanced study in the fields of Internal Medicine or Surgery; and

Experience: Such as may have been gained through: completion of an internship in an approved hospital and completion of at least three years of residency in the fields of Internal Medicine or Surgery in an approved hospital; and employment in a responsible supervisory capacity in the field of specialization in an approved hospital, institution or clinic.

SPECIAL REQUIREMENT: At the time of appointment, must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island and must maintain such requirements as a condition of employment; and must possess certification or be eligible for examination by the American Board of Internal Medicine or Surgery or one of the sub-specialties of these fields.

Class Revised: March 16, 1986

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